



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Residential Facilities/Day Treatment Programs

Division: Division of Youth Services

Sub-Section:

**TITLE:** Cancelled Checks for Client Fund

**CUTOFF:**

**DESCRIPTION:** Checks written from client trust funds

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8577

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Clients Fund Accounts

**CUTOFF:**

**DESCRIPTION:** Documentation of client trust funds

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8576

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** DBF-14's Warrant Request and Invoices

**CUTOFF:**

**DESCRIPTION:** Copies - Original in OA Accounting

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8592

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Residential Facilities/Day Treatment Programs

Division: Division of Youth Services

Sub-Section:

**TITLE:** DBF-1's Purchase Orders

**CUTOFF:**

**DESCRIPTION:** Copies - Original in OA Accounting

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8580

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Education Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Student transcripts, education plans, assessment and grade reports

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 19520

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Group Treatment Log Books

**CUTOFF:** EOSFY

**DESCRIPTION:** Original group treatment log books for youth in the care or custody of the juvenile justice system. Log books contain detailed information regarding group and individual activity, behavior and incidents. The log book is used as a communication tool between shifts so staff is kept up to date.

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23203

**SERIES STATUS:** Pending

**APPROVAL DATE:**



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Residential Facilities/Day Treatment Programs

Division: Division of Youth Services

Sub-Section:

**TITLE:** Juvenile Case Records

**CUTOFF:** PERSON DISCHARGED

**DESCRIPTION:** Case management file for youths that have served in the juvenile system

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8573

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Monthly Accounting Statements

**CUTOFF:**

**DESCRIPTION:** Copies - Original in Central Office

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8589

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Monthly Expense Accounts

**CUTOFF:**

**DESCRIPTION:** Copies - Original in Budget and Finance

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8591

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Residential Facilities/Day Treatment Programs

Division: Division of Youth Services

Sub-Section:

**TITLE:** Monthly Population Report

**CUTOFF:**

**DESCRIPTION:** Copy - Original in Central Office

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8588

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Monthly/quarterly population reports

**CUTOFF:**

**DESCRIPTION:** Copies-Original in Central Office

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8585

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996

**TITLE:** Petty Cash Account Records

**CUTOFF:**

**DESCRIPTION:** Imprest fund bank statements

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8578

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996



**Agency Records Disposition Schedule**

Department: Department of Social Services

Section: Residential Facilities/Day Treatment Programs

Division: Division of Youth Services

Sub-Section:

**TITLE:** School Transcripts

**CUTOFF:** EOSFY

**DESCRIPTION:** Student transcripts, education plans, assessment and grade reports

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 8584

**SERIES STATUS:** Approved

**APPROVAL DATE:**

3/21/1996